



TIME MANAGEMENT AND ORGANIZATIONAL SKILLS

DESCRIPTION

TODAY'S WORLD IS BUSY! TIME MANAGEMENT AND ORGANIZATIONAL SKILLS ARE OFTEN KEY COMPONENTS THAT AFFECT OUR PRODUCTIVITY AND STRESS LEVELS. IN THIS 3 HOUR WORKSHOP, LEARN METHODS FOR MANAGING TASKS, WORK EFFECTIVELY, ORGANIZE AND PRIORITIZE YOUR TIME; BOTH INDEPENDENTLY AND AS PART OF A TEAM.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- KNOW TIPS FOR PRACTICAL PRODUCTIVITY
- BE EFFECTIVE THROUGH PLANNING
- USE GOOGLE CALENDAR
- SET YOUR PRIORITIES
- IDENTIFY COMMON MISTAKES
- FIND SOLUTIONS TO TIME MANAGEMENT
- ELIMINATE YOUR DISTRACTIONS

TARGET AUDIENCE

THIS WORKSHOP IS PERFECT FOR ANYONE LOOKING TO INCREASE THEIR PRODUCTIVITY AND ORGANIZATIONAL SKILLS IN EITHER THE HOME OR WORKPLACE. BASIC COMPUTER AND INTERNET SKILLS ARE RECOMMENDED FOR STUDENTS WHO WANT TO TAKE THIS WORKSHOP.

CONTENT

- PRACTICAL PRODUCTIVITY TIPS
 - WRITING THINGS DOWN
 - LEARNING TO SAY NO
 - THINK
 - IDENTIFY HABITS
- BEING EFFECTIVE
 - CREATING A SCHEDULE
 - REVIEW
- CREATING A GOOGLE CALENDAR
 - ADD EVENTS
 - CHANGING THE SETTINGS
 - CREATING A TASK LIST
 - SET UP REMINDERS
 - CUSTOMIZE YOUR CALENDAR
- SETTING PRIORITIES
 - COVEY'S QUADRANTS
 - 2 MINUTE RULE
- IDENTIFY YOUR MISTAKES
 - FINISHING TASKS
 - COMMITTING TO EVENTS
 - ATTENTION GRABBERS
- FINDING SOLUTIONS
 - MANAGING YOUR TIME
 - ORGANIZING YOUR SCHEDULE
 - MAKE YOUR PLAN WORK
- ELIMINATE YOUR DISTRACTIONS